

Shipping and Receiving Document for Communications Equipment

Property Tag:	Shipped From:	Type of Action:	
Document Number:	Shipped To:	Receipt: Custody Receipt:	
FX Number:	Serial Number:	Transfer:	
Source:	Model:	Property Owner:	
Make:	Cost:		
Noun:	Description:		Record Number:

Remarks:

Certificate for Receipt by Unit

I certify that the property listed is _____ property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.

Name and grade of
Receiving Officer:

Signature:

Date

For Issues to Individuals

In accepting custody of the above-described property, it is agreed that _____ retains all legal title to same. It is further agreed that said property will be returned to the issuing officer or his/her designee on demand by the issuing officer. Any additions or improvements to said property shall become part thereof and belong to _____

Name and grade of
Issuing Officer:

Signature:

Date

Name of Individual:

Signature:

Date

Annual Validation

Validating Officer's Signature

Date

Individual's Signature

Date